

## Position Description (PD) for Yucca Mountain Lead Lab Activities

Position Description Number	YM032	
Creation Date of PD	07/06/06	
Job Title	General Administrative Support (Non-Exempt)	
SNL Dept Name	Organizational Assurance & Operations	
SNL Org Number (or TBD)	06033	
Number of Openings	4 (2-Records Mgmt, 2-Requirements Mgmt/Commitments)	
Description of Position	<p>Performs administrative tasks such as document control, correspondence control, records management, administrative, and/or clerical functions for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses personal computer and commercial software packages, and/or proprietary software for functional area, to compile and generate reports, perform commitments management, statistics, timelines, tables, graphs, review status of projects and budgets, and for presentations. May design processes to enhance workflow. Assist in development, implementation and administration of company policies and programs and provides guidance, interpretation and administrative assistance on a wide variety of procedures. Gathers information from multiple resources and reconciles report discrepancies.</p>	
Required Skills & Experience	<p>The successful candidate must be results oriented and able to work independently (or as part of a team) and responsibly in a fast paced, large volume, constantly changing environment. Demonstrated excellence in providing proactive, insightful customer service, multi-tasking and prioritizing work to assure both urgent and important tasks are completed, analyzing and presenting information; developing solutions and making appropriate decisions; and teaming with coworkers and customers is required. Excellent written and verbal communications skills are a must. Proficiency in the use of Microsoft Office tools and data analysis is required. Willingness and ability to adapt to new applications, processes and systems will be critical in this role.</p>	
Desired Skills & Experience (if applicable)	Experience and understanding of the Yucca Mountain project. Understanding and experience with formal process quality principles (ex: 6-sigma).	
Required Education (Degrees & Levels)		
Desired Education (Degrees & Levels - if applicable)	An Associates degree in Business Administration or other related field.	
Full Time Position? (Y/N)	Y	
Job Requires lifting 35+ Pounds (Y/N)	N	
Desired Start Date	10/1/06	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)
Y	N	N

Please Select All Related WBS Elements for this PD  
(required for distributing PDs to contract providers for sourcing)

WBS Elements of 1.5.01	Name	X
1.5.01.05	Compliance Management	X
1.5.01.06	Information Management	X

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